

DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
WASHINGTON, D.C. 20370-5000

IN REPLY REFER TO

BUPERSINST 1070.27  
Pers-313  
3 FEB 1993

BUPERS INSTRUCTION 1070.27

From: Chief of Naval Personnel  
To: All Ships and Stations (less Marine Corps field  
addressees not having Navy personnel attached)  
  
Subj: DOCUMENT SUBMISSION GUIDELINES FOR THE MILITARY PERSONNEL  
RECORDS SYSTEM

Ref: (a) MILPERSMAN 1070-020  
(b) MILPERSMAN 1070-080  
(c) MILPERSMAN 1070-150  
(d) 1070-170

Encl: (1) Document Submission Guidelines  
(2) Military Personnel Records System Numbered Form  
Document List  
(3) Military Personnel Records System Subjective  
Material Document List

1. Purpose. To provide guidance for determining which documents should be submitted to the Chief of Naval Personnel (CHNAVPERS) for permanent filing in officer and enlisted master microfiche personnel records.

2. Cancellation. NAVMILPERSCOMINST 1070.1A.

3. Background. CHNAVPERS controls the official personnel records of all current and former members of the U.S. Navy and Naval Reserve. CHNAVPERS maintains the permanent records of current officer and enlisted personnel in microfiche format in the Military Personnel Records System (MPRS). Master microfiche personnel records contain only specific types of documents which reflect information essential to personnel administration. Documents which might influence a member's career are retained; others are deleted from filing.

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#### 4. Submission of Documents

a. General Guidance. Enclosures (1), (2), and (3) contain guidelines for determining which documents should be forwarded for filing in the microfiche personnel record. Documents submitted which do not meet these retention guidelines will be destroyed. Consult references (a) through (d) for additional guidance on the use of the microfiche record.

b. Submission of Documents for Direct Filing. Forward documents intended for direct filing in the microfiche personnel record to:

BUREAU OF NAVAL PERSONNEL  
MILITARY PERSONNEL SUPPORT UNIT PERS 313C1  
2 NAVY ANNEX  
WASHINGTON DC 20370-5313

Unless otherwise provided in a document's governing instruction or in the Naval Military Personnel Manual (MILPERSMAN), forward documents on a daily basis or as soon as possible. Do not include letters of transmittal or explanation. If a combined mailing package is used for multiple addressees within the Bureau of Naval Personnel (BUPERS), clearly mark the desired destination on the enclosed documents.

c. Submission of Documents for Both Action and Filing. Certain documents may require action by CHNAVPERS before filing in the microfiche record. Do not submit these documents twice. Submit the document to the appropriate action office. Upon completion of action, the action office will automatically route the document for filing in the member's record.

d. Identification of Documents. The name and social security number (SSN) are the principal personnel identifiers used throughout the MPRS. Ensure that both the member's name and SSN are on the document. If necessary, write the member's name and SSN in the top, left hand corner. The document preparer and, where possible, the individual member should verify the SSN entered on the document before forwarding to BUPERS.

e. No Duplicates. Forward only one copy of the document for the individual to whom it pertains. In the case of documents containing multiple names, submit sufficient copies to permit filing in each member's record. On each copy, underline the name and SSN to indicate the appropriate record.

f. Quality Documents. The quality of documents submitted for filing have a direct bearing on the readability of records. Original pages or clear, black and white copies are required for filming. Poor quality documents significantly reduce the readability of the microfiche record for selection boards, detailers, and other personnel administrators.

5. Changes to Document Lists. Only the documents listed as "Retain" items in enclosures (2) and (3) are filed on microfiche personnel records. Commands may propose changes to the list by forwarding recommendations to CHNAVPERS (Pers-313C). Enclose a copy of the proposed document and justify its retention based on the guidelines contained in enclosure (1).

6. Changes to Documents. When revising or consolidating a retainable document on the list, forward a copy of the new document to CHNAVPERS (Pers-313C) for approval.

7. Action

a. Commanding officers shall:

(1) Make every effort to ensure that documents forwarded to BUPERS for filing in enlisted and officer microfiche personnel records meet the rigid guidelines contained in this instruction.

(2) Ensure that a copy of this instruction is available for individual use and advertise its location periodically in the Plan of the Day.

b. Commanding officers of appropriate training facilities will include the provisions of this instruction in the curriculum for administrative personnel.

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Distribution:  
SNDL Parts 1 and 2  
BUPERS (Pers-313C) (200 copies)

Stocked:  
Naval Aviation Supply Office  
Physical Distribution Division, Code 103  
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Philadelphia, PA 19120-5099 (500 copies)

DOCUMENT SUBMISSION GUIDELINES

1. Information Requirements. To be filed in the Military Personnel Records System (MPRS), all documents (including numbered forms and correspondence) must meet each of the following criteria:

a. Permanency. Must be required for permanent retention. File temporary documents in the field service record.

b. Non-duplicative. Must not duplicate information found elsewhere in the record, i.e., information already recorded on a field service record page which is filed in the microfiche personnel record. For example, do not submit course completion certificates if the member's NAVPERS 1070/604, Enlisted Qualifications History, already reflects the courses.

c. Single copy/single source. Must be submitted in a single copy from a single source.

d. Essential. Must contain information essential to personnel administration. The following types of documents are nonessential; do not submit them for filing in the microfiche record:

(1) Documents listed as "deletes" in this instruction.

(2) "Nice to have" or nonessential supporting documentation.

(3) Documents intended solely for the purpose of verifying information available from some other source, e.g., master file automated system, field service record.

(4) Documents of a personal nature, e.g., wills, marriage licenses, birth certificates.

(5) Information that has no potential impact on a member's career.

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2. Format Requirements. Documents must meet the following format requirements:

a. Readily Identifiable. Must contain:

- (1) Member's name and social security number on each side of each succeeding page of multiple page documents.
- (2) MPRS field code preprinted in the upper right corner of all Navy-generated numbered forms. Assigned by Pers-313.
- (3) Form number and title preprinted on all numbered forms and included on all local adaptations of numbered forms.
- (4) Descriptive subject line and Standard Subject Identification Code (SSIC) on miscellaneous correspondence and messages.

b. Suitable for Filing. Must be:

- (1) Clearly readable, good quality copy. Originals when possible. No less than first carbons. No less than first-quality paper copies.
- (2) No larger than 8-1/2 x 11 inches.
- (3) Right-reading in the vertical position.
- (4) On standard paper stock.

c. Economically Designed. Forms and correspondence must be designed for ease of use and processing economy.

- (1) Be brief. Reduce each document to essentials.
- (2) Never use two sides when one will do.
- (3) Ensure every item on each page is justifiable.
- (4) Use good design techniques for both computer-generated and preprinted forms and correspondence

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MILITARY PERSONNEL RECORDS SYSTEM  
NUMBERED FORM DOCUMENT LIST

FORM NUMBER	TITLE/KEY WORD IDENTIFIER	RETAIN	DELETE
DD 1	COMMISSION, OFFICER'S		X
DIS 2	DEFENSE INVESTIGATIVE SERVICE		X
DD 4	ENLISTMENT/REENLISTMENT DOC	X	
W (IRS) 4	TAX WITHOLDING CERT, EMPL		X
VA 22-1990	EDUCATION BENEFITS APPL		X
VA 29-8285	INSURANCE REQUEST (SGLI)		X
VA 29-8286	INSURANCE ELECT (SGLI)	X	
SF 61	APPOINTMENT AFFIDAVITS	X	
SF 88	MEDICAL EXAMINATION REPORT	X	
SF 89	MEDICAL HISTORY REPORT	X	
DD 93	EMERGENCY DATA RECORD	X	
SF 93	MEDICAL HISTORY REPORT	X	
DD 108	RETIRED PAY BENEFITS APPL		X
DD 114	MILITARY PAY ORDER		X
DD 116	MILITARY PAY DIST VOUCHER		X
DD 117	MILITARY PAY VOUCHER		X
DD 139	PAY ADJUSTMENT AUTHORIZATION		X
DD 149	CORR OF MIL/NAV RECORD; APPL		X
DD 173	MESSAGEFORM, JOINT	(NOTE 4)	
DD 214	RELEASE/DISCH FM ACDU CERT	X	
DD 215	REL/DISCH FM ACDU CERT CORR	X	
DD 256N	DISCHARGE, HONORABLE-CERT		X
DD 257N	DISCHARGE, GENERAL-CERT		X
DD 259N	DISCHARGE, BAD CONDUCT-CERT		X
DD 260N	DISCHARGE, DISHONORABLE-CERT		X
DD 303N	DISCH, LOST/DESTR-CERT ILO		X
SF 312	CLASSIFIED INFO-NONDISC AGREE	X	
DA 330	LANGUAGE PROFICIENCY QUEST	X	
VA INS 350	BENEFICIARY SLIP		X
DD 363N	RETIREMENT CERTIFICATE		X
DD 368	DISCHARGE/CLEAR-RES COMP REQ		X

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DD 369	POLICE RECORD CHECK		X
DD 370	REFERENCE REQUEST		X
DD 372	BIRTH VERIFICATION APPL		X
DD 398	SECURITY QUEST, PERS-BI/SBI		X
DD 398-2	SECURITY QUEST, PERS-NAC	X	(NOTE 2)
DD 458	CHARGE SHEET	X	(NOTE 3)
BUMED 511	PILOT CATEGORY III ASGNMT	X	
NAVJAG 518	PERSONAL CLAIM		X
NAVCOMPT 536	STANDARD TRANSFER ORDER		X
DD 553	DESERTER/ABSENT WANTED BY A F	X	
SF 601	HEALTH RECD-IMMUNIZATION RECD		X
SF 603	HEALTH RECORD-DENTAL		X
BNP 603B	HEALTH RECORD-REPORT	X	
VA 724	BENEFICIARY SLIP		X
VA 739	INSURANCE (USGLI) APPLICATION		X
DD 785	DISENROLL RECD-OFF CAND TRA		X
DD 803	CERTIFICATE OF TERMINATION		X
DD 827	PAY, ARREARS IN; APPL		X
DA 873	SECURITY CLEARANCE DETER CERT		X
DD 884	DEPENDENTS TRANSPORT; APPL		X
NAVPERS 1000/6	PHYSICAL EVALUATION-ICO	X	
NAVCRUIT 1000/20	ACCEPTANCE AND OATH OF OFFICE	X	
NAVPERS 1000/22	ACCEPTANCE AND OATH OF OFFICE	X	
SF 1034A	PUB VOUCHER-PURCH/SERVICES		X
NAVPERS 1070/2	STATEMENT OF SERVICE	X	
NAVPERS 1070/10	PHOTO SUBMISSION SHT, OFFICER	X	
NAVPERS 1070/43	MAKE READY WORKSHEET		X
NAVPERS 1070/50	OFFICER SUMMARY RECORD		X
NAVPERS	SEA SERVICE TRANSCRIPT		X



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1070/55

NRPC	NAVRES RET-RECD MIL SERVICE	X	
1070/61			
NAVPERS	HOME OF RECORD; OFF REPORT OF	X	
1070/74			
NAVPERS	LDO/WO HISTORY CARD		X
1070/125			
NAVPERS	REENLISTMENT CONTRACT, IMMED	X	
1070/601			
NAVPERS	EMERG DATA RECD/DEPEND APPL	X	
1070/602			
NAVPERS	CLASSIFICATION RECORD, ENL	X	
1070/603			
NAVPERS	ENLISTED QUALIFICATIONS HIST	X	
1070/604			
NAVPERS	ASSIGNMENTS HISTORY	X	
1070/605			
NAVPERS	UNAUTHORIZED ABSENCE RECORD	X	
1070/606			
NAVPERS	COURT MEMORANDUM	X	
1070/607			
NAVPERS	PERFORMANCE RECORD, ENLISTED	X	
1070/609			
NAVPERS	ADMINISTRATIVE REMARKS	X	
1070/613			
NAVPERS	DISCHARGE RECORD-NAVRES	X	
1070/615			
NAVPERS	ENLISTMENT, AGREEMENT TO EXT	X	
1070/621			
NAVPERS	ACTIVE DUTY, AGREE RECALL/EXT	X	
1070/622			
NAVPERS	STATEMENT OF SERVICE	X	
1070/877			
NAVPERS	STATEMENT OF SVC; PEBD/ADSD	X	
1070/878			
DD 1096	MIL PAY AND ALL CLAIM VOUCHER		X
NAVCRUIT	COMMISSIONED/WARRANT RANK APP		X
1100/11			

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NAVCRUIT 1110/2	APPOINT CERT FOR MIDSHIPMAN	X	
CNET 1110/3 NAVCRUIT 1110/11	SVC AGREE-NROTC NON-SCHLSHP NROTC SELECTION SYSTEM DELET	X	X
NAVCRUIT 1110/18	SERVICE AGREE-OCS	X	
NAVCRUIT 1110/18B	SERVICE AGREE-OSAM	X	
NAVCRUIT 1110/60	SERVICE AGREE-JAGC STUDENT	X	
NAVCRUIT 1110/98	DISENRL RECD REQ-OFF CAND TRA		X
NAVCRUIT 1110/99	TRA/SVC AGREE-INACDU APPOINT	X	
NAVCRUIT 1110/103	SAG NFOC	X	
NAVCRUIT 1110/104	SAG AMDOC	X	
NAVCRUIT 1110/106A	SERVICE AGREE-AOC	X	
NAVCRUIT 1110/108	SERVICE AGREE-NAVCAD	X	
NAVCRUIT 1110/109	SERVICE AGREE-NUCPOC	X	
NAVCRUIT 1110/109A	SERVICE AGREE-AVROC	X	
NAVCRUIT 1110/110	SERVICE AGREE-AOC-AIR INTEL	X	
NAVCRUIT 1110/147	SVC AGREE-HEALTH PROF SCHLR	X	
NAVCRUIT 1110/148	SERVICE AGREE-NPI	X	
NAVCRUIT 1110/149	SERVICE AGREE-NUCPOC	X	
NAVCRUIT 1120/1	SERVICE AGREE-ACDU LTJG JAGC	X	
NAVCRUIT	SERVICE AGREE-CHAPLAIN CORPS	X	

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1120/2 NAVCRUIT 1120/5	SERVICE AGREE-MSC	X	
NAVCRUIT 1120/9	SVC AGREE-INSVC TRF-REG OFF	X	
NAVCRUIT 1120/10	SERVICE AGREE-CEC	X	
NAVCRUIT 1120/51	RETENT AGREE/PHYS/DENT ACDU	X	
NAVCRUIT 1120/59	APPT DOC DLVRY; INFO/RESTRICT		X
NAVCRUIT 1120/147	SVC AGREE-BACC DEGREE COMPL	X	
NAVCRUIT 1120/149	SVC AGREE-NURSE CORPS DEG	X	
NAVCRUIT 1130/13	ENLISTEE FINANCIAL STATEMENT		X
NAVCRUIT 1131/4	TRA/SVC AGREE-MERMAR NAVRES	X	
NAVCRUIT 1133/7	DRUG ABUSE SCREENING CERT	X	
NAVCRUIT 1133/10	OBLIGOR, 6-YEAR; PROGRAM	X	
NAVCRUIT 1133/11	OBLIGOR, 5-YEAR;SCH GUAR PGM	X	
NAVCRUIT 1133/12	OBLIGOR, 4-YEAR;SCH GUAR PGM	X	
NAVCRUIT 1133/13	-YEAR; MALE/FEMALE	X	
NAVCRUIT 1133/14	ENLIST PGM; ACT/RDY MAR/TAR	X	
NAVCRUIT 1133/15	ENLIST PGM;BUDDY (ANNEX-DD4)	X	
NAVCRUIT 1133/15A	ENLIST/APPT, CONT; STATE UNST	X	
NAVCRUIT 1133/16	SUBFARER	X	
NAVCRUIT	ENLISTMENT PGM, MED REMEDIAL	X	

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1133/17 NAVCRUIT 1133/18	MUSIC PROGRAM, NAVY	X	
NAVCRUIT 1133/19	ENLISTMENT PGMS; DPEP/OSVET	X	
NAVCRUIT 1133/20	ENLIST PROGRAM; PHILIPPINES	X	
NAVCRUIT 1133/21	ENLISTMENT/REENL PGMS, NAVET	X	
NAVCRUIT 1133/22	DIVEFARER PROGRAM	X	
NAVCRUIT 1133/23	SAM-T-USN; 4/5-YR OBL SCH GUAR	X	
NAVCRUIT 1133/24	SAM TO USN; 6-YR OBLIGOR PGM	X	
NAVCRUIT 1133/52	ENLIST GUARANTEES ANNEX	X	
NAVCRUIT 1133/53	ENLIST STATEMENT OF UNDSSTNG		X
NAVMED 1171	PHYSICAL FITNESS, ICO		X
DD 1172	ID/PRIV CARD, UNIF SVCS; APPL		X
RAPIDS-T 1172-1	ID CARD APPL/REPLACEMENT		X
NAVPERS 1200/1	READY RES TRF REQ/SVC AGREE	X	
NAVPERS 1210/2	ANNUAL QUALS QUEST-NAVRES OFF	X	
NAVRES 1210/2	HEALTH CARE QUALS-NAVRES OFF		X
NAVPERS 1210/5	OFF QUALIFICATIONS QUEST		X
NAVRES 1220/1	NEC CODE CHANGE RECOM-NAVRES		X
NAVRES 1220/4	CIVILIAN OCCUP SKILLS QUEST		X
NAVPERS 1221/1	NEC CODE CHANGE RECOM		X
DD 1300	CASUALTY REPORT	X	

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NAVPERS 1300/16	OVSEAS ASGNMT;RPT SUITABILITY		X
NAVPERS 1301/1	OFF PREF/PERSONAL INFO CARD		X
NAVRES 1301/4	OFF QUAL QUEST-NAVRES		X
NAVRES 1301/5	NAVRES OFF REQ-TRANSFER/TERM		X
NAVRES 1301/6	BILLET ASSIGNMENT REQUEST		X
NAVPERS 1301/51	OFFICER DATA CARD		X
NAVPERS 1306/7	ENLISTED PERSONNEL ACTION REQ		X
NAVPERS 1306/50	ENLISTED ASSIGNMENT DOCUMENT		X
NAVPERS 1306/55	ENLISTED PERSONNEL ACTION DOC		X
NAVPERS 1306/63	ENLISTED DUTY PREFERENCE		X
NAVPERS 1306/72	HUMS/HARDSHIP DISCH REQ PROC		X
NAVCRUIT 1320/1	ORDERS: ACTIVE DUTY-OFF CAND	X	
NAVRES 1320/2	TAD, DRILL		X
NAVPERS 1320/16	ORDERS: TEMADD TRAVEL		X
NAVCRUIT 1321/1	ORDERS: ACDU W/O PAY-OFF CAND		X
NAVRES 1321/1	ORDERS: INACDUTRA, OFF	X	
NAVRES 1321/2	ORDERS: IDT, OFF	X	
NAVPERS 1321/3	TAD REQUEST, OFF		X
NAVRES 1326/2	ORDERS/APP: IDT, ENL		X

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NAVRES 1326/4	ORDERS/APP: IDT, ENL		X
NAVRES 1326/5	ORDERS: IDT, ENL		X
NAVPERS 1326/11	STANDARD TRANSFER ORDER		X
NAVPERS 1331/5	RECALL/EXT ACTIVE DUTY APPL	X	
NAVPERS 1336/3	SPECIAL REQUEST/AUTHORIZATION		X
DD 1337	EMERG PAY/ALLOW AUTH/DESIG		X
DD 1343	SVC MBR OFFIC RECD; CHG NOTIF	X	
DD 1351	TRAVEL VOUCHER		X
DD 1351-2	TRAVEL VOUCHER OR SUB-VOUCHER		X
DD 1351-3	STATEMENT OF ACTUAL EXPENSES		X
DD 1351-4	VCHR/CLM-DEP TVL/DISL/TRA ALW		X
DD 1351-5	GOVERNMENT QUARTERS AND MESS		X
DD 1357	STATE OF EMPLOY; RET REG OFF		X
NAVPERS 1414/4	PERSONNEL ADVANCEMENT REQMTS		X
NAVPERS 1420/3	OFFICER PRECEDENCE RECORD		X
NAVPERS 1421/7	APPOINTMENT DLVRY-TEMP/PERM	X	
NAVPERS 1426/3	TRANSMITTAL/ACCEPTANCE FORM	X	
NAVPERS 1430/7	APPOINTMENT CERT-E-4		X
NAVPERS 1430/8	APPOINTMENT CERT-E-5, E-6		X
NAVPERS 1430/32	APPOINTMENT CERT-REGULAR NAVY		X
NAVPERS 1430/33	APPOINTMENT CERT-NAVRES		X
DD 1435	TRA/EXP RECD; COMSEC MAINT	X	
NAVMED 1458	SERVICE TRA AGREE-MED OFF	X	
NAVPERS	NAVAL ACCREDITATION TRA RECD		X

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1500/33			
NNDCBETH	CORRES COURSE COMPL, NAVY	X	
1520			
NAVMED	SERVICE TRA AGREE-MED OFF	X	
1520/1			
NAVMED	SERVICE TRA AGREE-MED OFF	X	
1520/2			
NNDCBETH	CONT EDUC SHORT COURSE; COMPL	X	
1520/41			
CNET	NROTC DISENROLLMENT AUTH	X	
1533/28			
CNET	APPOINTMENT TERMINATION	X	
1533/29			
CNET	SVC AGREE-NROTC SCHOLARSHIP	X	
1533/38			
CNET	NROTC ED PRGM COST	X	
1533/50			
NAVCRUIT	TRA SVC AGREE-MERMAR NAVRES	X	
1534/1			
SURFRES	ANNUAL SAIL RPT-MERMAR NAVRES	X	
1534/1			
CNET 1534/3	TRA SVC AGREE-MERMAR-ST MARIT	X	
NAVRES	CORRES COURSE SAT COMPL	X	
1550/1			
NNMC 1550/5	CORRES COURSE COMPL, NAVY	X	
HSETC	CORRES COURSE SAT COMPL	X	
1550/5C			
NNMC 1550/6	CORRES COURSE SAT COMPL	X	
NETPDC	CORRES COURSE COMPL CERT	X	
1550/10			
NETPDC	CORRES COURSE COMPL CERT	X	
1550/11			
DD 1556	TRAINING & REIMBURSEMENT CERT		X
DD 1557	CLEARANCE/ACCESS CERT	X	
NAVEDTRA	TUITION ASSISTANCE	X	(NOTE 1)
1560/1			
NAVEDTRA	TUITION ASSISTANCE	X	
1560/5			

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DD 1561	SUBST PAY-FAM SEP ALLOW STATE		X
DD 1569	INCIDENT/COMPLNT RPT	X	(NOTE 3)
NAVRES 1570/2	SAT PART REQ/REC UNEXC ABS		X
NAVSURFRES 1570/13	DRILL PARTICIPATION AUTHORITY		X
NAVSURFRES 1571/1	AT CHECK OFF LIST		X
NAVRES 1571/2	IADT APPLICATION	X	(NOTE 1)
NAVRES 1571/5	ANNUAL ACTIVE DUTY TRNG ORDER	X	(NOTE 1)
NAVRES 1571/6	AT/ADT APPLICATION		X
NAVRES 1571/7	AT/ADT APPL, NAVRES UNIT		X
NAVRES 1571/11	AT/ADT MODIFICATION REQUEST		X
NAVRES 1571/13	AT REL/CANX REQ		X
NAVRES 1571/14	AT MOD LTR	X	(NOTE 1)
DD 1610	TDY TRAVEL, DOD PERS REQ/AUTH		X
NAVPERS 1611/1	FITNESS REPORT, OFFICER	X	
NAVPERS 1611/2	FITNESS REPORT, FLAG OFFICER	X	
NAVPERS 1611/5	FITNESS REPORT ENDORSEMENT	X	
NAVPERS 1616/23	FITREP/PERF EVAL MEMO ENTRIES	X	
NAVPERS 1616/24	PERF EVALUATION REPORT, ENL	X	
NAVPERS 1650/1	GOOD CONDUCT CERTIFICATE		X
OPNAV 1650/3	PERSONAL AWARD RECOMMENDATION		X
NAVPERS	MEDALS AND AWARDS, ICO	X	



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1650/29 CNAVRES 1740/1	DISABILITY BENEFITS ELIG	X	
NAVPERS 1751/1	DEPEND CERT-WARD		X
NAVPERS 1760/2	SOLDIERS & SAILORS RELIEF ACT		X
NRPC 1772/3	RSV BNF PLAN-ELEC CERTF	X	
NRPC 1772/3A	RSV BNF PLAN-CHG BENEFY	X	
OPNAV 1780/1	SELRES EDUC ASST PGM ST UNST	X	
NAVPERS 1800/3	DISABILITY/VOL RETIREMENT	X	
NAVPERS 1811/2	RETIREMENT RECORD CARD	X	
NAVPERS 1811/6	RETIREMENT-SVC COMPUT-WKSHT	X	
NAVPERS 1820/2	RETIRED PAY-AGE 60-NOTIF ELIG		X
NRPC 1820/6	RET PAY-AGE 60/SURV BEN PLN		X
NAVPERS 1822/1	RET-10 USC 67-SVC COMPUT	X	
NAVPERS 1830/1	FLEET RESERVE TRANSFER APPL	X	
NAVPERS 1830/2	FLEET RESERVE TRANSFER AUTH	X	
NAVPERS 1830/17	FLEET RESERVE TRF AUTH-WKSHT	X	
DD 1883	SURV BENEFIT PLAN ELECT CERT		X
OPNAV 1910/1	ENLISTED SEPARATION QUEST		X
OPNAV 1910/2	OFFICER SEPARATION QUEST		X
OPNAV 1910/3	ENLISTED RETENTION QUEST		X
OPNAV 1910/4	OFFICER RETENTION QUEST		X

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NAVPERS 1910/27	DISABIL RET LIST TRF-REL ACDU	X	
NAVPERS 1910/28	DISABIL RET; ORDS HOME AWAIT	X	
NAVPERS 1910/29	TRF/REL TO NAVRES/INACDU; USN		X
NAVPERS 1910/30	REL INACDU-NAVRES PERS	X	
NAVPERS 1920/14	SEPARATION ORDERS-OFF-FIN END		X
NAVPERS 1926/1	RESIGNATION FM NAVRES, ACCEPT	X	
NAVPERS 1926/2	DISCHARGE, HONORABLE-NAVRES	X	
NAVPERS 1926/3	DISCH, HON-NAVRES-TWICE FOS	X	
DD 1966	ENLISTMENT APPL-ARMED FORCES	X	
DD 2058	STATE OF LEGAL RESIDENCE CERT		X
DD 2088	ECCLESIASTICAL END/APPROVAL	X	
NAVCOMPT 2120	ACDUTRA PAY VOUCHER	X	(NOTE 1)
NAVCOMPT 2277	VOUCHER-DISBURSEMENT/COLLECT		X
DD 2366	MGIB ACT 1984	X	
DD 2384	SELRES ED ASST-GI BILL-ELIG	X	
DD 2384-1	NOTICE OF BASIC ELIGIBILITY	X	
DD 2494	DEPENDENTS DENTAL INSUR PLAN		X
DD 2850/1	SELECTIVE SERVICE BOARD CHECK		X
NAVCOMPT 3051	TRANSMITTAL LETTER		X
NAVCOMPT 3053	ALLOTMENT AUTHORIZATION		X
NAVCOMPT 3060	MILITARY PAY ORDER		X
NAVCOMPT 3065	LEAVE REQUEST/AUTHORIZATION		X
NAVCOMPT	ORDERS/END DEPARTING	X	(NOTE 1)

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3067			
NAVCOMPT	ORDERS/END REPORTING	X	(NOTE 1)
3068			
NAVCOMPT	DEPENDENCY STATUS ACTION		X
3072			
NDW-USNA	TRAVEL ORDER-USNA		X
4650/39			
NAVPERS	RECORDS TRANSMITTAL		X
5000/64			
NAVPERS	TEMP DISABILITY RETIRED LIST	X	
5216/511			
NAVPERS	TDRL TO RETIRED LIST TRANSFER	X	
5216/512			
NAVPERS	ORDS: PERI PHYS EXAM	X	(NOTE 1)
5216/514			
NAVPERS	STATEMENT OF SERVICE REQUEST		X
5216/518			
NAVPERS	RETIRED LIST TRANSFER	X	
5216/524			
OPNAV	DRUG/ALCOHOL ABUSE STATE UNST	X	
5350/1			
OPNAV	DRUG & ALCOHOL ABUSE REPORT	X	
5350/2			
OPNAV	DRUG & ALCOHOL ABUSE REPORT	X	
5350/7			
NAVRES	DRUG ABUSE CERT-ENLIST NAVRES	X	
5355/1			
NAVPERS	PERS RELIABILITY PGM-RECD ID		X
5510/1			
NAVPERS	PERS RELIAB PGM-SCREEN/EVAL		X
5510/3			
OPNAV	SECURITY TERMINATION STATE	X	
5511/14			
OPNAV	SECUR INVEST/CLEAR/ACCS CERT	X	
5520/20			
NAVPERS	SECURITY INVEST CERT COMPL		X
5521/3			
NAVJAG	INFORMATION QUESTIONNAIRE		X

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5800/6			
NAVJAG	TRIAL/DEFENSE COUNS QUAL CERT		X
5810/7			
NAVJAG	SUSPECT'S RIGHTS ACKNOW/STATE		X
5810/10			
NAVJAG	MILITARY JUDGE CERT		X
5810/31			
NAVJAG	UCMJ; CERTAIN DUTY UNDER-CERT		X
5810/33			
NAVJAG	TRIAL/DEFENSE COUNSEL OATH		X
5810/34			
NAVJAG	PERSONNEL CLAIM		X
5890/1A			
BUMED	BD OF MED EXAMINERS FINDING	X	
6110/2			
BUMED	FLYING DUTY QUAL	X	
6110/7			
NAVMED	PHYSICAL EXAM QUEST-OFF		X
6120/2			
NAVMED	PHYSICAL CONDITION CERT, ANN		X
6120/3			
NAVMED	SICK CALL TREATMENT RECORD		X
6150/3			
NAVPERS	PCS TRAVEL		X
7041/1			
NAVMED	CONTINUATION PAY DESIG/ACCEPT		X
7220/2			
NAVMED	VARIABLE INCENT PAY CONTRACT		X
7220/3			
SGLV 8286	INSURANCE-SGLI ELECTION	X	

NOTE

- 1 OFFICER ONLY
- 2 ENLISTED ONLY
- 3 BOARD/CASE FILE
- 4 RETAIN/DELETE ACCORDING TO SUBJECT

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MILITARY PERSONNEL RECORDS SYSTEM  
SUBJECTIVE MATERIAL DOCUMENT LIST

SUBJECT/KEY WORD IDENTIFIER	SSIC	RETAIN	DELETE
ACDUTRA WAIVER	1571		X
ACTION TAKEN, REQUEST ADVISE	1000		X
ACTIVE DUTY AGREEMENT; GREEMAIN ACDU	1330	X	
ACTIVE DUTY, CONTINUOUS; CERTIFICATION	1300		X
ACTIVE DUTY: EXT/RETEN/ADDTL TOUR/RELEASE	1330		X
ACTIVE DUTY, RECALL TO	1130	X	
ADDITIONAL QUALIFICATION DESIGNATION	1213		X
ADMINISTRATIVE LETTER	1620	X	
ADMON/CENS/RESTR/SUSP/LOSS OF PRIV; LTR OF	1620		X
ADOPTION/DEPENDENCY LETTER	1740		X
ADVANCEMENT IN RATE CERT/AUTH/DISAPR	1430		X
ADVANCEMENT, MERITORIOUS	1430	X	
ADVERSE/PUNIT ACT COMPL RESL IN CONVICT	1620	X	
AGE WAIVER	1130	X	
APPOINTMENT: CHIEF PETTY OFFICER	1430		X
APPOINTMENT: RESTRICT/RECOM/DENIAL	1420		X
APPOINTMENT: TEMP/PERM- OFFICER/CWO/MIDN	1420	X	
APPRECIATION/COMMENDATION: CERT/LTR/CIT	1650		X
ASSIGNMENT RESTRICTION-SECURITY REASONS	5521	X	
AUGMENTATION	1331		X
AUTHORITY TO SIGN BY DIRECTION	1000		X
AWARD/COMMENDATION/APPREC; INDIV COMMAND	1650		X
AWARD/DECORATION: ENTITLEMENT/PURCHASE AUTH	1650	X	
AWARD/DECORATION, MILITARY:	1650		X

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CERTIFICATE			
AWARD/DECORATION, MILITARY; CITATION	1650	X	
AWARD/DECORATION:	1650		X
REQ/RECOM/DRAFT/TRNSMTL			
AWARD FOR EXCELLENCE, GOLD/SILVER	1650		X
WREATH			
AWARD, GOOD CONDUCT; CERT OF ELIG	1650	X	
AWARD INSIGNIA; REQ TO WEAR	1650		X
AWARD: UNIT COMMENDATION	1650	X	(NOTE 1)
BAPTISM CERTIFICATE	1740		X
BENEFICIAL SUGGESTION	1650		X
BILLET/JOB TITLE	1200		X
BIRTH CERTIFICATE	1070		X
BIRTH MESSAGE/LETTER, FAMILY	1070		X
BIRTH PLACE/DATE; CHANGE TO	1070	X	
BOARD FOR CORR NAV RECORDS DECISIONS	1070	X	
CASUALTY CASE FILE	1771	X	
CLASSIFICATION CHG: ENL-RATING, OFF-	1200	X	
DESIG			
CLASSIFICATION CODE, NAVY ENLISTED	1221		X
CLASSIFICATION CODE, NAVY OFFICER	1211		X
BILLET			
CODE OF CONDUCT	1070		X
COLLEGE DEGREE:	1560	X	
CERT/DIPLOMA/TRANSCRIPT			
COLLEGE/SCHOOL, NAVY SERVICE;	1521		X
APPROVAL/APPL			
COMMAND; ASSUMPTION/CHANGE OF	1321		X
COMMISSION DENIAL STATEMENT	1131	X	
COMMISSION TERMINATION	1920	X	
CONGRESSIONAL CORRESPONDENCE	1070		X
CONSCIENTIOUS OBJECTOR	1130	X	
CONSENT, DECLARATION OF;	1130	X	
PARENT/GUARDIAN			
CONTINUATION ACDU-CANVASSER RECRUITER	1900		X
CONTINUATION ACDU-DUE TO PREGNANCY	1900	X	

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CONTINUATION IN THE NAVY BEYOND 20 YRS	1900		X
CONVICTION REPORT, CIVIL	5822	X	
CORRESPONDENCE COURSE COMPL, MIL/CIV	1540	X	
COUNSELING FOR FAIL SELECT FOR PROMOTION	1412		X
DATE OF RANK ADJUSTMENT	1440		X
DEATH MESSAGE, FAMILY MEMBER	1070		X
DEPENDENT ID/SUPP/TVL/ENTRY FOREIGN CNTRY	1751		X
DESERTER MSG: DECLAR & RETURN/APPREHENSION	1600	X	
DESERTER ORDERS	1600		X
DESERTERS; TOLLING STATUTE OF LIMITATIONS	1600		X
DESIGNATION/CLASSIFICATION/ QUALIFICATION/AUTHORIZATION/DUTY ASSIGNMENT	1200		
Aerospace Experimental			X
Psychologist			
Aerospace Physiologist			X
Air Intercept Controller			X
Aircraft/Plane Commander/Captain			X
Aircraft			X
Quals/Duty(Jet/Prop/Helo/Gen)			
Assault Boat Coxswain			X
Aviation Medicine			X
Board/Committee Member			X
Combat Information Center			X
Command Ashore/Major Project Manager			X
Command at Sea			X
Command Duty Officer			X
Command, Qualified to/for			X
Command Screen/Selection			X
Commanding Officer			X
Contract			X

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Authority/Responsibility	
Country, Area, Region Specialist	X
Deep Submergence/Rescue Vehicle	X
Department Head Screen/Selection	X
Detachment Officer/Officer in Charge	X
Diving/Diver	X
Division Officer/Petty Officer	X
Drug/Alcohol Counselor	X
Engineering Officer of the Watch	X
Enlisted Aviation Warfare Specialist	X
Enlisted Surface Warfare Specialist	X
Executive Officer	X
Screen/Selection	
Explosive Ordnance Disposal	X
Flight Qualifications/Duty	X
Flight Surgeon	X
Inspector	X
Instructor	X
Joint/Combined/Allied/OSD Staff	X
Joint Operations Planning System	X
Joint Staff/Duty	X
Junior Officer of the Deck	X
Landing Safety Officer	X
Master Training Specialist	X
Mission Commander	X
Naval Aircrew/Enlisted Aircrewman	X
Naval Astronaut	X
Naval Aviation Medical Examiner	X
Naval Aviation Observer	X
Naval Investigative Service Agent	X
Navy	X
Recruiting/Recruiter/Canvasser	



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Nuclear Power/Weapons	X
Observer	X
Officer in Charge	X
Officer of the Deck	X
Operator	X
Patrol Boat Captain	X
Pilot	X
Project	X
Resident Off in Charge of Construction	X
Scholar/Intern/Fellow	X
Sea-Air-Land/Swimmer Delivery Vehicle	X
Seabee Underwater Contruction Tech	X
Search and Rescue	X
Ship Department Head	X
Shore Department Head/Duty	X
Small Craft	X
Squadron Officer/Petty Officer	X
Staff Officer	X
Submarine Patrol	X
Submarines, Qualified in	X
Succession to Command	X
Surface Warfare Supply Corps Officer	X
Tactical Action Officer/Evaluator	X
Undersea Medicine	X
Warfare Duties (ASW/EW/AAW/AMW/AW/SW)	X
Watch Officer/Watchstander	X
Weapon Systems Acquisition Management	X

DESIGNATOR, OFFICER;ASSIGNMENT/CHANGE 1212

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Unrestricted Line Officer		X	
General Unrestricted Line Officer		X	
Surface Warfare Officer		X	
Submarine Warfare Officer		X	
Special Warfare Officer		X	
Special Operations Officer		X	
Materiel Professional Officer		X	
Aeronautical Community Officer		X	
Naval Aviator		X	
Naval Flight Officer		X	
Restricted Line Officer		X	
Engineering Duty Officer		X	
Aeronautical Engineering Duty Officer		X	
Aviation Duty Officer		X	
Special Duty Officer		X	
Staff Corps Officer		X	
Medical Corps Officer		X	
Dental Corps Officer		X	
Medical Service Corps Officer		X	
Judge Advocate Gen Corps Officer		X	
Nurse Corps Officer		X	
Chaplain Corps Officer		X	
Civil Engineer Corps Officer		X	
Limited Duty Officer		X	
Chief Warrant Officer		X	
DESIGNATOR/GRADE WAIVER; NAVRES	1331		X
ASGNMT			
DETACHMENT FOR CAUSE; REQUEST FOR	1620	X	
DISABIL RET LIST, PERM; NOTIF OF	1850	X	
PLACEMENT			
DISABILITY BENE/ALLOW: DISCH/RET;	1850	X	
APPROVAL			

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DISABILITY/PENSION BENE/ALLOW INQUIRY	1850		X
DISCHARGE, ADMIN; RECOMMENDATION	1620	X	(NOTE 2)
DISCHARGE, CONVENIENCE OF THE GOVERNMENT	1900	X	
DISCHARGE, DEPENDENCY; APPROVAL	1900	X	
DISCHARGE FROM TEMP DISABIL RET LIST	1900	X	
DISCHARGE REQUEST, HARDSHIP	1900		X
DISCHARGE REVIEW BOARD DECISION, NAVY	1900	X	
DISCHARGE/SEPARATION; NARRATIVE REASON FOR	1900	X	
DISCHARGE WITH SEVERANCE PAY	1900	X	
DISCIPLINARY ACTION, CIVILIAN	5822	X	(NOTE 2)
DIVORCE PAPERS	1070		X
DRILL PAY CLAIM	7220		X
DRUG DISPOSITION RECOMMENDATION	1600	X	
DUTY/ADDITIONAL DUTY; REPORTING FOR	1300		X
DUTY ASSIGNMENT/BILLET; PRI/COLLAT/ADDTL	1200		X
DUTY: ASSIGNMENT/CHANGE/TRF/TOUR/RELEASE	1330		X
EDUCATION ACHIEVEMENT, FORML; DIPL/CERT/LTR	1560	X	
EDUCATION APPL, SPEC; BOOST/ECP/EEAP/MECP	1530	X	
ENDORSEMENTS; ALL LTRS	1070		X
ENLISTED STATUS; REVERSION TO PERMANENT	1920	X	
ENLISTMENT CONTRACT; BREACH OF	1910	X	
ENLISTMENT CONTRACT CHANGE AUTHORITY	1133		X
ENLISTMENT; DISQUALIFICATION FOR	1133	X	
ENLISTMENT DOCUMENTS REVIEW STATEMENT	1133	X	
ENLISTMENT, ERRONEOUS	1133	X	
ENLISTMENT, FRAUDULENT	1626	X	(NOTE 2)
EQUATOR CROSSING CERTIFICATE	1650		X
EXPLANATION, LETTER OF; INTERNAL PERS	1611	X	
FAMILY ADVOCACY PROGRAM	1752	X	

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FAMILY SEPARATION ALLOWANCE	1752		X
FAULT TRANSFER	1626	X	(NOTE 2)
FIELD BOARD; APPR/DISAPPR/FURTHER ACTION	1621	X	
FINANCIAL STATEMENT	1740		X
FITNESS REPORT, ADVERSE OFFICER	1611	X	
FITNESS REPORT SUPPL/MEMO/LTR, OFFICER	1611	X	
FLAG SELECT BOARD-PERSONAL END/RECOM	1402		X
FLEET RESERVE	1830	X	
APPLICATION/AUTHORIZATION			
FLIGHT WAIVER, MEDICAL	6110	X	
FROCKING REQUEST/AUTHORIZATION	1421		X
GUARANTEED ASGNMT RETENTION DETAIL PROGRAM	1326	X	
HIGH SCHOOL TRANSCRIPTS	1500		X
HOMEPORT CHANGE CERTIFICATES	1300		X
HOSPITALIZATION REPORT	6320		X
HUMANITARIAN ASSIGNMENT REQUEST	1330	X	(NOTE 2)
IN-TRAINING STATUS REQUEST	1331		X
INCOMPETENCE TRUSTEE	1620	X	
INDEBTEDNESS TO GOVERNMENT	1626	X	
INSURANCE WAIVER	1741		X
INTERSERVICE TRANSFER REQUEST	1120		X
JAG DOCUMENTS	5800		X
LIMITED DUTY ASSIGNMENT	1320	X	
LINEAL POSITION; ADJUSTMENT OF	1427	X	
LOWER TO UPPER HALF LETTER	1427	X	
MANPOWER/PERSONNEL CODE	1200		X
MARKSMANSHIP/SMALL ARMS QUAL/AWARD	1650	X	(NOTE 1)
MARRIAGE CERTIFICATE/RECORD/DOCUMENT	1070		X
MEDICAL BOARD	6150	X	(NOTE 2)
MEDICAL EXAMINATION REPORT	6150	X	
MEDICAL SURVEY REPORT	6150		X
MERCHANT MARINE COAST GUARD LICENSE	1412	X	
MERITORIOUS MAST	1430		X

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MIDSHIPMAN CORRESPONDENCE	1530		X
MOBILIZATION ASSIGNMENT/BILLET	1300		X
NATURALIZATION STATEMENT	1120	X	
NAVRES STATUS CHANGE	1320	X	
NEXT OF KIN/DEPENDENT REPORT	1770		X
NUCLEAR FIELD STATEMENT OF UNDERSTANDING	1130	X	
OFFICER CANDIDATE SCHOOL SELECTION	1530	X	
OFFICER DATA CARD; CHANGE TO	1301		X
OFFICER SERVICE; VERIFICATION OF	1301	X	
ORDS: 1ST DUTY/RECALL/TRA/RAD/SEP	1321	X	(NOTE 1)
ORDS: CHANGE	1321		X
DUTY/PCS/TEM DU/ADDU/TEMADD			
PATERNITY DOCUMENT	1752		X
PAY, HAZARDOUS DUTY	7220		X
PAY, SPEC DUTY ASGNMT:	7220		X
INCEN/CONTIN/BONUS			
PERFORM EVALUATION CORRES/SUPPL, ENLISTED	1616	X	
PERFORMANCE EVALUATION; ADVERSE ENL	1616	X	
PERFORMANCE EVALUATION CASES, OFF/ENL	1620	X	
PERFORMANCE EVALUATION REBUTTAL, ENL	1616	X	
PERFORMANCE, SUBSTANDARD	1610	X	
PERSONNEL QUALIFICATIONS STANDARDS	1410		X
PERSONNEL RELIABILITY SCREENING PROGRAM	5520	X	
PHYSICAL DEFECTS WAIVER/PHYS RISK CLASS	6120	X	
PHYSICAL EVAL BOARD ACTION; DISCH/CONT AC DU	6120		X
PHYSICAL EVAL BOARD RESULTS; SECNAV NOTIF	6120	X	
PHYSICAL QUALIFICATIONS	6110	X	
PHYSICAL READINESS/FITNESS PROGRAM	6110		X
POSTGRADUATE DEGREE:	1524	X	
CERT/DIPL/TRANSCRIPT			

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POSTGRADUATE SCHOOL	1524		X
SELECTION/ACCEPTANCE			
POWER OF ATTORNEY	1700		X
PREGNANCY	6120	(NOTE 2)	X
PRIVACY ACT STATEMENT	5211		X
PROBATION REPORT; CIVIL	1626	X	
PROGRAM APPL, SPECIAL; GREEMAIN ACDU	1330	X	
PROJECTED ROTATION DATE;	1320		X
CHANGE/ADJUSTMENT			
PROMOTION IN RANK/TO NEXT RANK	1420	X	
PROMOTION LIST; REMOVAL FROM	1420	X	
PUNISHMENT, NON-JUDICIAL; IF AWARDED	1620	X	
QUALIFICATION RECORD; OTHER SERVICES	1200		X
RANK/RATE CORRECTION	1440	X	
RANK/RATE/RATING; REDUCTION IN	1440	X	
RANK/RATE SATISFACTORILY HELD,	1440	X	
HIGHEST			
RATE, TIME IN; WAIVER OF	1440		X
RATING CHANGE, ENLISTED	1440	X	
RATING	1440		X
CONVERSION/RESTORATION/REINSTATE			
REENLISTMENT AUTHORITY/ASSIGNMENT	1160		X
REGISTER CORRECTION, NAVY	1427		X
RELEASE FROM NAVRES, CONTINGENT	1900		X
RELEASE FROM NAVY, CONDITIONAL	1900		X
REPRIMAND LETTER	1620	X	
RESIGN FROM NAVAL SERVICE; REQUEST	1900		X
RETAIN AND WARN/PERFORMANCE/CONDUCT	1620	X	
RETIRED LIST TRANSFER AUTHORIZATION	1810	X	
RETIREMENT DATE, ADV/DISABIL PCNT-MSG	1850	X	
ORDS			
RETIREMENT REQ, VOL;	1810	X	
SUBMIT/WITHDRAW/CANX			
RETIREMENT SERVICE COMPUTATION	1800	X	
RETIREMENT, STATUTORY	1800	X	
SAILOR OF MONTH/QUARTER/YEAR-INDIV	1650		X

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COMMAND			
SAILOR OF YEAR-ALL NAVY-VIA SELECTION	1650	X	
BD			
SCHOOL, NAVY SERVICE;	1540	X	
CERTIFICATE/DIPLOMA			
SCORE/RESCORE PROGRAM APPROVAL	1160	X	
SCREENING BOARD RESULTS	1300		X
SEA DUTY COMMENCEMENT DATE	1300		X
SEA SERVICE CERTIFICATE	1920	X	
SECURITY:	5520		X
CLEARANCE/INVESTIGATION/ACCESS			
SELECTIVE REENLISTMENT BONUS	7220	X	
SEPARATION/DISCHARGE, UNFAVORABLE	1620	X	
SERVICE CERTIFICATE, SATISFACTORY	1900		X
SPECIAL QUALIFICATIONS CODE	1200		X
STANDARDS OF CONDUCT LETTER	1610	X	
STANDARDS OF PERFORMANCE	1620	X	
STAR PROGRAM APPROVAL	1160	X	
STATEMENT OF SERVICE REPLY	1800	X	
STATEMENT OF UNDERSTANDING	1120	X	
STUDENT ENROLLMENT NOTICE	1500		X
STUDENT EVALUATION SHEET	1500		X
SUBSPECIALTY CODE	1214		X
SUBSTANCE ABUSE REPORT	1620	X	
TAR PROGRAM; ENLISTMENT/TRANSFER	1130	X	
TEST REPORT; GED/COMPREH/COLLEGE	1560	X	
TEST SCORES; BASIC	1133		X
TITLE AND UNIFORM AUTHORIZATION	1420		X
TOUR OF DUTY:	1330		X
SPLIT/EXT/ADDTL/COMPLETION			
TRACERS; LETTERS	1070		X
TRAINING COURSE, MIL/CIV; COMPL	1500	X	
LTR/CERT			
TRAINING/PAY CATEGORY ASSIGNMENT	1320		X
TRAINING/QUAL: COMPLETION W/CHG OFF	1212	X	
DESIG			

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TRAINING REQUEST, SPECIAL; GREEMAIN ACDU	1330	X	
TRAINING; SELECTION FOR	1500		X
TRANSCRIPT, COLLEGE	1560	X	
TRANSFER TWEEN LINE/STAFF CORPS AUTHORITY	1320	X	
TRANSFER TWEEN NAVRES/USN AUTHORITY	1320		X
TRANSFER TWEEN STANDBY/READY NAVRES AUTH	1320	X	
TRANSMITTAL LETTERS AND ENDORSEMENTS	1070		X
TRAVEL AUTHORIZATION/CLAIMS	1300		X
TROPHY; BATTLE EFFICIENCY	1650	X	
TUITION AID REQUEST	1560	X	
VARIABLE REENLISTMENT BONUS	7220	X	
VETERANS ADMINISTRATION CORRESPONDENCE	1740		X
WARRANT OFFICER/LDO APPOINTMENT APPL	1131		X
WEIGHT CONTROL	6110	(NOTE 2)	X

NOTE

- 1 OFFICER ONLY
- 2 CASE FILE